

Agenda – Congregational Meeting
First Unitarian Universalist Church of Austin
Sunday, December 19, 2021, 1:30 pm – 2:30 pm
In the Sanctuary at 4700 Grover Avenue, 78756
Or by Zoom Link: <https://zoom.us/my/firstuuaustin>
Passcode: 512452

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| 1. Welcome and Call to Order, Toni Wegner– 10 min | 1:30 |
| a. Unison Reading of Covenant and Lighting of Chalice | |
| b. Introduction of Parliamentarian | |
| c. Adopt Consent Agenda | |
| • Rules of Order | |
| • Minutes May 2021 congregational meeting (draft version) | |
| d. Adopt Agenda | |
| 2. Update: State of the Church, Rev. Meg Barnhouse – 10 minutes | 1:40 |
| 3. Call for return of ballots for 2022 Monthly Special Offerings,
Carry Holley-Hurt– 5 minutes | 1:50 |
| 4. 2022 Proposed Budget – 20 minutes, Meg Barnhouse
and Chris Jimmerson | 1:55 |
| 5. Joys and Concerns – 10 minutes | 2:15 |
| 6. Closing Reading and Extinguish Chalice – 5 min | 2:25 |
| Adjourn | 2:30 |

A COVENANT OF HEALTHY RELATIONS

As a religious community, we promise:

To Welcome and Serve

- By being intentionally hospitable to all people of good will
- By being present with one another through life's transitions
- By encouraging the spiritual growth of people of all ages

To Nurture and Protect

- By communicating with one another directly in a spirit of compassion and good will
- By speaking when silence would inhibit progress
- By disagreeing from a place of curiosity and respect
- By interrupting hurtful interactions when we witness them
- By expressing our appreciation to each other

To Sustain and Build

- By affirming our gratitude with generous gifts of time, talent and money for our beloved community
- By honoring our commitments to ourselves and one another for the sake of our own integrity and that of our congregation
- By forgiving ourselves and others when we fall short of expectations, showing good humor and the optimism required for moving forward

Thus do we covenant with one another

Approved at congregation meeting May 5, 2013

First Unitarian Universalist Church of Austin Congregational Meeting Rules of Procedure

1. Order of Business

The order of business will follow the meeting notice unless the order of business is changed by a majority vote.

2. Remote participant attendance and communication

To accommodate a wider range of technology access, members may join by remote in a number of ways including voice, chat/text or video. The meeting will be primarily conducted by voice.

To ensure individuals can be identified: the designated vote counters have discretion on how to recognize members. These methods include, but are not limited to, system identity, voice statements, typing/chat activity and video recognition.

If a typing/chat is not available to an attendee, they may submit statements and motions by voice using the chair or a designated assistant(s) to act as proxy. The chair or assistant(s) should also read relevant chat items to help voice-only attendees.

3. Means of Voting

As long as a quorum is present (ten percent of voting members of the congregation), voice votes, or a show of hands, including through digital means, will be used, unless the bylaws specify otherwise. Two or more people shall be designated as vote counters by the chair at the outset of the meeting in the event that a vote count is needed. All matters will be determined by the number of votes cast by members present and voting, as long as there is a quorum.

To streamline remote meetings, the vote counters may informally canvas the membership using one or several straw polling mechanisms, show of hands (virtual or video) or other method. Clear majority and uncontested items may be voted by acclamation.

4. Presentation of Items

A Board Member or the appropriate Committee Chair will move the action items as printed in the meeting notice. If updated, items will be read aloud and displayed to accommodate voice only participants.

5. Amendments

No one may offer an amendment until there has been at least ten minutes of debate on the main question as moved, unless no one else wants to speak to the main question or it is a clarifying amendment. Anyone making an amendment should give it to the chair via the chat function (or proxy as per #2).

6. Time limits

These time limits will apply to all the business of the meeting. If no one objects, the Chair may grant minor extensions. Time limits may be extended by a two-thirds vote.

- a. No one may speak on any motion for more than two minutes or more than once as long as anyone else is waiting to speak, except that persons with special information may answer questions with the Chair's permission.
- b. No item will be discussed in the meeting for more than 30 minutes. Discussion time will be divided equally by alternating between speakers voicing pro and con positions. Speakers must state clearly if they are pro or con.
- c. No one may call the previous question if there are *both* pro and con persons waiting to speak and the time for discussion is not over. If the Chair sees no speakers for the con position, then the Chair may call for a vote.
- d. Every person must speak via voice or identify a reader for their chat/text comments.

7. Budget Motions

Anyone making a motion concerning the budget should give it to the Chair via the chat function (or proxy as per #2) and must provide for reduction in specific

categories equal to any increase in spending in the motion. A simple majority vote is required to adopt motions concerning the budget.

8. Items Not in the Meeting Notice

Items of a substantial nature which are not in the meeting notice shall not be considered. Committees with items of substantial importance must have the item prepared far enough in advance for inclusion in the meeting notice.

9. Amending the Rules of Procedure

These rules of procedure will be adopted by a majority vote and may be changed during the meeting by a simple majority.

10. Adjournment

The meeting will adjourn no later than two hours or at such time as a quorum is no longer present after the Chair has called the meeting to order. The meeting may be extended in 15-minute increments by a simple majority vote for as much as one additional hour.

Minutes – First Unitarian Universalist Church of Austin Congregational Meeting

Sunday, May 23, 2021, 1:00 pm – 2:00 pm on Zoom: <https://zoom.us/my/firstuuaustin>

1. Welcome and Call to Order, Elias Ponvert – 10 min
 - President Elias Ponvert confirmed that we had a quorum (> 45 members) and called the meeting to order at 1:04 pm.
 - He introduced our parliamentarian, Kirk Overbey, the secretary, and two Zoom pilots.
 - He read opening words while lighting a chalice, and then read the Covenant of Healthy Relations.
 - There were no changes or objections to the consent agenda, which included the Rules of Procedure and Minutes of the December 20, 2020 Congregational Meeting, and it thus was approved by unanimous consent.
 - The agenda for this meeting was approved likewise.

2. Update: State of the Church, Rev. Meg Barnhouse – 10 min
 - Rev. Meg described the church as a grove of trees with trees for caring, social justice, worship, music, religious ed, administration and more – some with many branches; elements like transformation through service connect many trees.
 - She is looking forward to getting back together for services. No date has been set yet, and the focus is on being inclusive of all. We are waiting for more information.
 - She sang praises for all the staff and volunteers over the past year, with specific mentions of religious education, Rev. Chris, the music staff, Kami, the Board of Trustees, Shannon, Bear, the Caring Team, and Transformation through Service. She also had heartfelt thanks for the congregation as a whole. The culture of generosity and support has really made a difference this year, especially in comparison to what some of her colleagues had to deal with.
 - She recognized the Stewardship Team for their wonderful job last year and this year, and acknowledged the importance of the Wake Now Our Vision campaign, especially David and Mary Overton and Liz Nielson.
 - She acknowledged the forgiven PPP loan and legacy gifts for their contributions to our finances this year.
 - Rev. Meg announced that Alirio, Hilda and Ivan have received a year of freedom from deportation, thanks to the work of the Austin Sanctuary Network.
 - Rev. Chris reiterated the value of the Wake Now our Vision funds and legacy gifts to our financial situation.

3. Congregational vote on Board of Trustee and Nominating Committee slate – 15 min
 - No names were submitted by petition, so the following were elected by acclamation:
 - Nesan Lawrence to serve as President -elect;
 - Kelly Raley to serve on the board of trustees 2021-2024;
 - David Riehl to serve on the board of trustees 2021-2024;
 - Suzette Emberton to serve on the board of trustees 2021-2024;
 - Russell Holley-Hurt to serve on the board of trustees 2021-2024;
 - Nathan Walther to serve on the board of trustees 2021-2024;
 - Tomas Medina to serve on the Nominating Committee 2021-2024.

The attached summary budget represents our best estimate for income and expenses next year, given the caveat that it is based upon there being no resurgence of Covid-19 requiring the building to close again

Our Stewardship Team secured 95.26% of the goal for pledges, which is amazing given the unprecedented challenges we faced for this stewardship campaign. This included having to change the entire canvassing model because the surge of Covid-19 due to the Delta variant meant we could not go back to in person services as early as we had hoped.

We budgeted a large amount of revenue from a federal program under the CARES Act, a federal program designed in part to help employers retain employees. We qualified for one provision of the CARES ACT in the first three quarters of 2021. Called Employee Retention Credits, our payroll processing company, ADP, a large, experienced national company, filed for \$172,036 of these funds on our behalf. We believe we will also qualify again at the end of the fourth quarter of this year for an estimated additional \$50,000.

We were fairly conservative in our estimates for some revenue items, such as new member pledges and plate collections, to allow us time to rebuild attendance and move to two services.

We do anticipate greater opportunities to secure building rentals, and the school that rents from us is back on campus full-time.

Also, part of an estate that was left to the church is still outstanding and is included in the estimate for "other gifts". Some of our online worship service visitors have also been contributing to "other gifts".

As far as expenses, the congregation has committed to raising our annual contribution to the Unitarian Universalist Association (UUA) by 10% over the prior year. This brought our budget for contributing to the UUA to \$26,574 for 2022.

The expense budget for the Ministry Department fell slightly compared to the prior year. With Bear Qolezcua's move to Michigan, the way in which staffing for this department is now structured resulted in a reduction in personnel costs.

The budgets for all other departments rose, as we prepare for in person activities and restaff toward prior, in person church, levels.

This includes some increases in administration costs to support the building being in fuller use; however, the administration department remains below 10% of the overall budget.

We followed UUA recommendations for staff salaries.

While it does not change anything for the 2022 budget because we will still be paying the note on the construction loan from capital campaign funds, we renegotiated the loan to lower the

interest rate. This will extend the period of time before we will have to pay the note out of the operating budget.

It lowered our monthly note by almost \$600 and will save over \$122,000 over the life of the loan.

Sincerely,

Rev. Meg and Rev. Chris

Draft 2020 Budget
Pending the End of the Stewardship Drive

Budget Year	2020	2021	2022
INCOME	Budget	Budget	Proposed
Contributions			
Pledges			
Pledge	\$ 690,000	\$ 670,000	\$ 638,268
attrition	\$ (20,700)	\$ (23,450)	\$ (22,339)
New Member Giving	\$ 42,300	\$ 35,000	\$ 35,000
Sunday Plate	\$ 41,000	\$ 35,000	\$ 30,000
Other Gifts	\$ 28,000	\$ 75,000	\$ 40,000
Rental	\$ 125,000	\$ 71,000	\$ 125,000
Activities			
Fundraiser	\$ 11,750	\$ 11,750	\$ 10,000
Misc. - Committees, Interest, special plate, etc.	\$ 38,497	\$ 28,050	\$ 39,000
Wake Now Our Vision	\$ 40,000		
Released from Restricted (Murr)	\$ -	\$ 1,500	
Restricted Funds Offset	\$ 2,033	\$ 3,391	
Annual Transfer from Savings	\$ 20,580	\$ 23,000	\$ 25,105
CARES act Employee Retention			\$ 222,036
Total Income	\$ 1,018,460	\$ 930,241	\$ 1,142,070
EXPENSES			
Ministry	\$ 392,288	\$ 364,088	\$ 362,385
Religious Education	\$ 278,055	\$ 266,876	\$ 324,653
Music	\$ 269,194	\$ 258,425	\$ 300,113
Administration	\$ 78,923	\$ 81,663	\$ 105,500
Total Expenses	\$ 1,018,460	\$ 971,052	\$ 1,092,651
Net Revenue or expense	\$ -	\$ (40,811)	\$ 49,419